

**LOCAL AGENCY FORMATION COMMISSION
COUNTY OF SAN BERNARDINO**

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DATE: NOVEMBER 7, 2003

FROM: KATHLEEN ROLLINGS-McDONALD, Executive Officer

TO: LOCAL AGENCY FORMATION COMMISSION

**SUBJECT: AGENDA ITEM #10 – CONSIDERATION OF STAFF
REORGANIZATION AND RELATED TERMS OF EMPLOYMENT
AMENDMENTS**

RECOMMENDATION:

1. Authorize the following changes to the LAFCO staff structure:
 - a. Add a position entitled LAFCO Analyst, designate the salary at Range 56, and tie future salary adjustments to the County's Administrative Analyst I classification; and,
 - b. Make changes to the following positions:
 - 1) Clerk to the Commission (Position No. 40003, Range 49) to Clerk to the Commission/Office Manager (Position No. 40003, Range 55), authorize placement of incumbent employee at Step 8 of Range 55, and tie future salary adjustments to the County's Chief Deputy Clerk of the Board position; and,
 - 2) LAFCO Secretary (Position No. 40001, Range 37) to Deputy Clerk to the Commission (Position No. 40001, Range 42), authorize placement of incumbent employee at Step 9 of Range 42 and tie future salary adjustments to the County's Executive Secretary II classification.

2. Review, accept, and file Job Descriptions for the Executive Officer, LAFCO Analyst, Clerk to the Commission/Office Manager, and Deputy Clerk to the Commission.
3. Adopt Resolution No. 2789 amending the Terms of Employment for LAFCO Employees to reflect the adopted staff restructuring changes.

BACKGROUND INFORMATION:

Upon my appointment as Executive Officer, an evaluation of the tasks necessary to fill the Deputy Executive Officer position began. The first step in this process was the development of a job description for this position. To accomplish the development of this document required that a new look be taken at the other positions within the LAFCO office and the functions which they perform. The primary problem with accomplishing this task was that a job description for each of the positions in the office did not exist.

While reviewing the functions performed by the current positions and those anticipated of the position to be hired, a shift in the structure of the workload was apparent. Since the implementation of AB 2838, the responsibilities of the various positions have changed, and in some cases been elevated. With this in mind, it is proposed that a restructuring of the positions be undertaken. The changes proposed are:

1. Retain the Deputy Executive Officer position as vacant for the present time (a job description will be provided at a later date).
2. Reinstate the LAFCO Analyst position, eliminated in Fiscal Year 2000-01, at Salary Range 56, accept the proposed job description for this position, and tie all future increases to the County's Administrative Analyst I position.
3. Change the title of the Clerk to the Commission position adding in the designation as Office Manager. Adjust the salary range from Range 49 (existing) to Range 55, and tie all future increases to the Chief Deputy Clerk of the Board of Supervisors position. The incumbent would be placed in this new range at Step 8, granting permanent status to the 7.5% special compensation authorized in May 2003. The incumbent would be due a 5% step increase in 6 months and a final 2.5% step increase 26 pay periods thereafter.
4. Change the title of the LAFCO Secretary position to Deputy Clerk to the Commission. Adjust the salary range from Range 37 (existing) to Range 42 and tie future increases to the Executive Secretary II position. The

incumbent would be placed in this new range at Step 9, granting permanent status to the 7.5% special compensation authorized in May 2003. The incumbent would be due a 5% step increase in 6 months.

Copies of the job descriptions developed for each of the positions are included with this report as Attachment #1.

No changes are proposed for the Executive Officer position, but a Job Description has been drafted for review by the Commission. In the past, this position has simply been identified by its statutory definition as outlined in Government Code Section 56384. That section states in part, "The commission shall appoint an executive officer who shall conduct and perform the day-to-day business of the commission." A more definitive description of the job duties of this position have been developed and are presented in the attached Job Description.

FINANCIAL EFFECTS OF PROPOSED CHANGES

Due to the deferral of filling the Deputy Executive Officer position, it is anticipated that the Commission will realize a cost savings this Fiscal Year. It is anticipated that upon Commission approval of the change to include the LAFCO Analyst position, recruitment will take place in December 2003 (approximately ½ year of salary and benefits). The following outlines the anticipated costs with the changes identified above.

ACCT. #	ACCOUNT NAME	APPROVED BUDGET AUTHORIZED STAFF LEVEL FY 03-04	PROPOSED STAFF LEVEL MODIFICATIONS FY 03-04
SALARIES AND BENEFITS			
1010	Regular Salary	\$ 275,366.00	\$ 248,296.00
1030	Merit Incentive (Car Allowance)	\$ 9,035.00	\$ 9,035.00
1110	General Member Retirement	\$ 30,290.00	\$ 26,240.00
1130	Survivors Benefits	\$ 169.00	\$ 158.00
1135	Indemnification - General	\$ 30,616.00	\$ 25,297.00
1205	Long-Term Disability	\$ 1,083.00	\$ 1,012.00
1207	Vision Care Insurance	\$ 748.00	\$ 438.00
1220	Psychological Services	\$ 396.00	\$ 347.00
1222	Short-Term Disability	\$ 986.00	\$ 812.00
1225	Social Security Medicare	\$ -	\$ -
1235	Workers' Compensation	\$ 6,703.00	\$ 4,200.00
1240	Life Insurance	\$ 1,800.00	\$ 774.00
1305	Other (Medical Reimbursement Plan)	\$ 520.00	\$ 520.00
1310	Indemnification	\$ 20,580.00	\$ 17,850.00
1315	401K Contribution	\$ 16,175.00	\$ 14,243.00

STAFF REORGANIZATION
STAFF REPORT
NOVEMBER 7, 2003

TOTAL SALARIES & BENEFITS	\$	394,467.00	\$	349,222.00
Staffing			3.75	3.50

As presented, it is anticipated that salary and benefit expenditures for this fiscal year will be \$45,245 below the authorized Budget appropriation.

The staff has also reviewed the anticipated expenditures for the upcoming fiscal year so that the Commission has an understanding of what the full year costs of these changes would be. The following table outlines the anticipated costs as currently identified with the cost-of-living, benefit changes authorized through the Terms of Employment for LAFCO Employees, for the current staffing structure and implementing the changes outlined in this report. This table identifies that the difference between the current structure and the proposed changes anticipated for Fiscal Year 2004-05 is an overall increase of \$886.

ACCT #	ACCOUNT NAME	CURRENT AUTHORIZED STAFF LEVEL FY 04-05	PROPOSED STAFF MODIFICATIONS (FULL YEAR ALL POSITIONS) FY 04-05
1010	Regular Salary	\$ 293,650.00	\$ 291,649.00
1030	Merit Incentive (Car Allowance)	\$ 9,035.00	\$ 9,035.00
1110	General Member Retirement	\$ 29,156.00	\$ 30,308.00
1130	Survivors Benefits	\$ 180.00	\$ 180.00
1135	Indemnification – General	\$ 31,225.00	\$ 32,099.00
1205	Long-Term Disability	\$ 1,156.00	\$ 1,156.00
1207	Vision Care Insurance	\$ 500.00	\$ 500.00
1220	Psychological Services	\$ 396.00	\$ 396.00
1222	Short-Term Disability	\$ 928.00	\$ 928.00
1225	Social Security Medicare	\$ -	\$ -
1235	Workers' Compensation	\$ 5,256.00	\$ 5,395.00
1240	Life Insurance	\$ 884.00	\$ 884.00
1305	Other (Medical Reimbursement Plan)	\$ 1,040.00	\$ 1,040.00
1310	Indemnification	\$ 20,580.00	\$ 20,580.00
1315	401K Contribution	\$ 15,825.00	\$ 16,547.00
TOTAL SALARIES & BENEFITS		\$ 409,811.00	\$ 410,697.00
Staffing (Full time)			4.00 4.00

The implementation of the changes outlined above will require that the Commission adopt a resolution amending its “Terms of Employment”, a draft copy of which is attached for the Commission’s review and consideration.

Staff believes that the proposed Job Descriptions and salary levels for current staff members are reflective of the actual duties now being performed. Staff believes that the hiring of a LAFCO Analyst at this time is the appropriate staffing level. It is staff's recommendation, therefore, that the Commission adopt the changes as defined above and take the actions necessary to accomplish these changes as outlined on page 1 of this report.

KRM

Attachments:

- 1 – Job Descriptions for LAFCO Staff Positions
- 2 -- Draft Resolution No. 2789